



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890224-01

FOR AGENCY USE

Application Date

Application Number

1. Agency Address

Department of Administrative Services
Purchasing and Surplus Property Division
200 Piedmont Avenue, Suite 1302 West
Atlanta, Georgia 30334

FOR RECORDS MANAGEMENT USE

Application Number

89-041

Date Received

FEB 24 1989

Date Completed

JUN 26 1989

2. Person to Contact

Patty Hollis

Working Title

Office Supervisor

Telephone Number

656-6580

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1983 Continuing

5. Records Series Title (followed by title used in office; if different)

Request for Bid Proposals

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Purchasing and Surplus Property Division is responsible for the procurement; contract and awards for the supplies and equipment and services for the State. It administers and supervises the letting of contracts, bid specification files for State Agencies. Also supervises the control of Surplus Property.

Team Secretaries perform general support services for the Purchasing and Surplus Property Division, such as typing Purchase Orders and referencing the Purchase Order Files.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

Processing of a Request Proposal File
Included are:

Contract copy, purchase order, purchase order corrections, attachments, technical and cost proposals from vendors, request for proposals from vendors, request for proposal document, offeror's conference minutes, purchase requisition, legal advertisements, bid lists, and any correspondence relative to the file. These files will also include any amendments, changes, corrections, renewals to contract.

File is arranged:

Numerically by RFP number.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old * ; Seven to twelve months old * ; Thirteen to twenty-four months old * ;
twenty-five months and older * ? * Infrequently

9. Annual Rate of Accumulation of Records

Letter-size drawers ; Legal-size drawers ; Shelves ; Other (specify) 20 Boxes

XX	a. Is this the official copy of the series? If not, where is it?
XX	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
XX	c. Is this a vital record?
XX	d. Does this series have historical or long term research value?
XX	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
XX	f. Is the information contained in this series ever published? If yes, attach copy.
XX	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
XX	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
XX	i. Is this series (or a major portion of it) regularly microfilmed?
XX	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | 6 years. | e. Administrative need | 6 yrs 3 mos years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other After file is no longer active, 7/15/89
6-15-89

- ☒ Hold in the current files area 3 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 6 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in active file until contract is terminated; then transfer to inactive file, cut off inactive file at the end of each quarter, hold in current files area 3 months, transfer to State Records Center, hold 6 years; then destroy.

** Change in disposition instructions approved by George Holmes, Assistant Director.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	2/10/89	Sherry L. Carr	2/21/89
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 89-041		State Records Committee (Signature)	Date
		State Auditor/Designee	6/26/89
		Secretary of State/Designee	6/19/89
		GOVERNOR'S Attorney General/Designee	6/21/89